

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL</b>	<b>SUPERSEDES AR 310 (05/08/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 310 WORK PERFORMANCE STANDARDS TEMP</b>	<b>EFFECTIVE DATE: 06/16/03</b>

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### **PURPOSE**

To set forth guidelines that provides direction to all employees regarding the expectations of the Department concerning work performance.

### **AUTHORITY**

NRS 284.335  
NAC 284.468 – 284.478  
NAC 284.498

### **RESPONSIBILITY**

The Appointing Authority shall be responsible to ensure Work Performance Standards are established for all positions within their direct line of authority.

The Warden/Division Head shall be responsible to develop and revise Work Performance Standards for all positions within their area of responsibility.

The Department Personnel Officer shall maintain Work Performance Standards in the employees personnel file.

## **DEFINITIONS**

**APPOINTING AUTHORITIES** – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Administrator Mental Health and Program Services.

**CLASS** – A group of positions sufficiently similar with respect to their duties and responsibilities that the same title may be reasonably and fairly used to designate each position allocated to the class, substantially the same tests of fitness may be used, substantially the same minimum qualifications may be required and the same schedule of compensation may be applied with equity.

**CLASSIFIED SERVICE** – All positions in the public sector which are not included in the classified service. Refer to NRS 284.150.

**DEPARTMENT** – The Nevada Department of Corrections.

**DEPARTMENT FILE** – The Personnel, Medical, and Payroll files maintained by the Personnel Division within the Nevada Department of Corrections Personnel Office in Carson City.

**DEPARTMENT PERSONNEL DIVISION** – The Personnel Division within the Nevada Department of Corrections.

**DIRECTOR** – The Director of the Nevada Department of Corrections.

**DIVISION HEADS** – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

**EMPLOYEE** – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

**REVIEWING OFFICER** – The individual responsible for the review of an employees Work Performance Standards and Evaluations. Generally it's the direct supervisor, supervisor below the Appointing Authority.

**SUPERVISOR** – An employee of the Department that provides supervision and has first line supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

**WORK PERFORMANCE STANDARD** – A written statement of the principal assignments and responsibilities of an employee and the results expected by both the supervisor and subordinate. Performance standards may include, but are not limited to, quantity and quality of work, attendance, judgment, ability to communicate, and dependability. These standards are utilized to evaluate an employee's work performance.

## **APPLICABILITY**

This regulation applies to all classified employees of the Department of Corrections.

## **PROCEDURES**

### **310.01 DEVELOPMENT OF WORK PERFORMANCE STANDARDS**

- 1.1 The Supervisor has the responsibility for establishing the initial Work Performance Standards.
- 1.2 The Employee must be given an opportunity to provide comments when the standards are revised.
- 1.3 The final approval for the employees Work Performance Standards rests with the Appointing Authorities.
- 1.4 The Supervisor shall meet annually, or more frequently as needed, with their employees to review and amend Work Performance Standards when appropriate. **(3-4062)**
- 1.5 The Work Performance Standards will be read and signed by the employee, the direct Supervisor, the Reviewing Officer, and the Appointing Authority.
- 1.6 The Work Performance Standards must be utilized to complete employee evaluations. **(3-4062)**
- 1.7 Appropriate Work Performance Standards will be a written statement of the principal assignments and expectations of the employee when the job is performed under existing working conditions.
- 1.8 Work Performance Standards are required for all classified positions.

### **310.02 TRAINING**

- 1.1 The EEO/Employee Development and Employee Relations Division will offer a course in the completion of Work Performance Standards.

1.2 Upon initial appointment to a supervisory position, the new Supervisor must attend training in subjects related to supervisory responsibilities.

1.3 The Department recommends all supervisors attend Supervisory refresher training at least once every 3-5 years.

1.4 It is the employee's responsibility to ensure that a copy of the certificate of completion for such training is forwarded to the regional Office of the Employee Development Specialists for placement in the employee's training file.

### **310.03 MAINTENANCE**

1.1 The Department Personnel Division shall maintain a Work Performance Standard template for each classification within the Department.

1.1.1. A Work Performance Standards template will be forwarded to the supervisor for each new appointment.

1.1.2 The supervisor can utilize the template or develop a more specific Work Performance Standards.

1.1.3 A new Work Performance Standards must be signed and returned to the Department Personnel Division within 10 working days.

1.2 Each division head shall maintain a master file of Work Performance Standards for each class of employee's within their chain of command.

1.3 The Department Personnel Division shall maintain signed Work Performance Standards in the employee's Department file. **(3-4065)**

### **REFERENCES**

ACA Standards 3-4062, 3-4065, and 3-4090

### **ATTACHMENTS**

Employee Work Performance Standards Form – NPD-14

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

        
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**